



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

DATE: March 4, 2016

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus, Moldova and Cyprus (USAID)

SUBJECT: Job Opportunity Announcement # 2, **External**, USAID/Moldova

POSITION TITLE: Chauffeur for the USAID Representative

POSITION TYPE: FSNPSC – 40 hours per week

POSITION GRADE LEVEL: FSN-4

ENTRY GRADE LEVEL: FSN-4

OFFICE LOCATION: USAID/Moldova, Chisinau

OPENING DATE: March 4, 2016

CLOSING DATE FOR APPLICATIONS: March 18, 2016 at 6:00 PM Chisinau time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus, Moldova and Cyprus is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTION OF POSITION

This position is located in the USAID/Moldova. The incumbent operates passenger vehicle assigned to USAID Director or his/her designee. May deliver other passengers and materials as required. Perform other duties as directed. May operate a small bus or carry-all on a regular run one or more times per day. May drive pick up or light truck to deliver materials and equipment.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the USAID Representative driver. Drives official vehicle for employees of the mission or official visitors. Follows security procedures, including selecting fastest and safest routes. Drives VIP visitors for limited periods. May provide guide services to VIP visitors, pointing out and describing places of historical development or current interests. Transports incoming and departing official visitors, assigned staff, and FSNs to the airport, facilitates the customs clearance for their baggage, and accompanies them to their temporary quarters and around the city. Must be able to meet delegations and keep appointments accurately and manage time efficiently. Perform messenger and delivery work, including the pickup and delivery of parcels, newspapers, and any other duties of a messenger nature.

Maintains the vehicle in clean and serviceable condition and performs minor preventive maintenance. Takes vehicle to the service center for major repairs and makes sure that the vehicle is accurately serviced according to the manufacturer's recommendations. Records daily mileage, gas consumption, repairs and maintenance costs. Submits requests for vehicle maintenance and repair. Monitors all vehicle repairs done at the Mission garage and verifies that work done at outside repair shops is necessary and is done well. Monitors the records of the vehicle expendable supplies and replacement of these.

This position is expected to play an active role in helping to establish an effective administrative operation of the USAID/Moldova office. The incumbent is expected to be proactive in performing numerous, often dissimilar, tasks such as receive visitors, arrange and distribute agendas for meetings; make arrangements for large meetings/roundtables/conferences, including procurement of items needed for USAID-hosted events, escort visitors, as well as, perform other duties as directed.

DESIRED QUALIFICATIONS:

- a. Education: Completion of high school is required.
- b. Prior Work Experience: Five years of chauffeur experience is required. One year of chauffeur experience in a U.S. Government agency is desired. Experience with four wheel drive vehicles and trucks is desired.
- c. Post Entry Training: On the job training will be provided.

- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III English ability is required.
- e. Job Knowledge: Must be knowledgeable of host country traffic laws, city streets and traffic patterns, locations of major buildings, organizations, and government offices; of vehicle maintenance procedures. Must be computer literate.
- f. Skills and Abilities: Ability to deliver passengers/materials expeditiously and safely. Must have local driver license category "B", "C" appropriate to vehicles operated.

POSITION ELEMENTS:

- a. Supervision Received: Under the direct supervision of the Supervisory Management Specialist.
- b. Supervision Exercised: none
- c. Available Guidelines: Oral and written instructions from Mission Director or/and immediate supervisor. Written and oral instructions from Post Security Officer.
- d. Exercise of Judgment: To select fastest and safest routes to be taken in emergency situations.
- e. Authority to Make Commitments: none
- f. Nature, Level, and Purpose of Contacts: Personal contact with Post Officials at all levels to provide chauffeur services.
- g. Time Expected to Reach Full Performance Level: 3-6 months.